

March 12, 2026

City of Alabaster
Mayor Scott Brakefield
1953 Municipal Way
Alabaster, Alabama 35007

**Re: Asbestos Abatement Oversight & Clearance Sampling
Former Alabaster Police Station and Annex Buildings
201 1st Street North and 112 1st Avenue West
Alabaster, Shelby County, Alabama**

Dear Mayor Brakefield:

PPM Consultants, Inc. (PPM) is pleased to provide The City of Alabaster with this proposal to perform asbestos abatement consulting and air monitoring services at the referenced properties. This proposal describes the scope of work to be completed, schedule, and estimated cost.

Project Understanding

PPM understands the project site buildings are presently unoccupied and the structure identified at each site is slated to be demolished. The City is requesting that PPM provide turn-key abatement services for the removal, oversight, and clearance sampling for the duration of the asbestos abatement activities. Based on our understanding of the abatement activities/schedule, PPM will retain Lakeshore Environmental Contractors, LLC (LEC) to perform the regulated asbestos containing material (ACM) removal and disposal and PPM will provide oversight of the asbestos abatement activities. LEC is a certified Alabama asbestos abatement contractor (License No. 0084267).

1.0 SCOPE OF WORK

Task 1: Material Removal/Disposal (LEC)

- Submittal of the required Notice of Asbestos Abatement and/or Demolition form (minimum 10 days prior to initiating work).

- Removal of the following previously identified ACMs:

Former Police Station

- Grey ductwork tape – hallway of main floor and air handler closet in basement
- Black and yellow mastic – main floor NE office, middle office, and hallway under dark brown wood flooring
- Tan floor tile – main floor hallway and southeast closet
- Black mastic – under tan floor tile main floor hallway and southeast closet
- Black mastic – Under light brown laminate flooring main floor middle and south hallway
- Tan Herringbone laminate flooring – main entry at main floor
- Black and yellow mastic – under tan herringbone laminate flooring
- Black mastic – under tan tile (2nd layer) entry and within dispatch office
- Grey tile – under tan tile/mastic entry and within dispatch office (3rd layer of tile in sample)
- Black mastic – under red/white/blue tile (2nd layer mastic) SW office, computer room, and plumbing access area in basement

Former City Hall Annex

- Black Mastic with linoleum – Under tan 9x9 floor tile in south restroom, NW entrance, and NW staircase, main floor
- Tan 9x9 Floor Tile – South restroom, NW entrance, and NW staircase, main floor
- Dark grey tile – NW Room 7
- White Mastic – Under tan tile, Western staircase closet, basement floor
- Red Floor Tile – Air handler room entry, basement floor
- Ceiling Texture – Western staircase closet, basement floor
- White sheetrock joint compound – SE corner of open area, basement floor
- Red Floor Tile – SE Corner of open area, basement floor
- White chalky window caulk – NW corner near entrance, SE side exterior corner, SW side exterior

- Proper handling, transport, and disposal of the materials in accordance with applicable requirements.

Based on observations during the ACM Surveys, various items remained within the buildings from former operations. All movable objects must be relocated well beyond work areas by the City prior to initiation of abatement activities.

Please note that as the structures will eventually be demolished, no replacement materials will be provided. Furthermore, due to safety concerns and potential for water infiltration prior to demolition, roof samples were not collected during the initial ACM Survey at the Former Police Station. As such, PPM will provide a licensed inspector to collect ACM samples during abatement activities to verify that the roof materials do not contain asbestos. Should asbestos be detected, the estimated cost and duration of the project will increase.

Task 2: Abatement Oversight and Air Clearance Sampling

PPM services will include coordinating and inspecting work performed by the abatement contractor as follows:

- Provide on-site Industrial Hygiene Technician services and off-site laboratory services for the inspection of contractor's work for compliance with procedures and regulations and to conduct Phase Contrast Microscopy (PCM) air monitoring during abatement and other work. Services provided include verification of proper containment construction areas and decontamination areas, on-site collection, and analysis of PCM samples collected at initiation of abatement activities, during abatement, and final clearance samples prior to containment destruction. Personnel performing air monitoring will have requisite on-project experience and the appropriate State of Alabama licenses to comply with Federal, State, and local regulations.
- Provide air monitoring for the project in accordance with National Institute for Occupational Safety and Health (NIOSH) Method 7400, latest revision. Off-site analysis will utilize PCM.
- No baseline asbestos air sampling event will be conducted prior to commencement of abatement activity.
- Provide a Licensed and Accredited Asbestos Inspector for additional collection of suspect asbestos containing material samples that may be encountered during demolition on an as needed basis. The samples will be manifested and transported to a Licensed and National Voluntary Laboratory Accreditation Program (NVLAP) Accredited Analytical Laboratory.

PPM will perform its services in a manner consistent with the standards of care and skill ordinarily exercised by members of the profession practicing under similar conditions in the geographic vicinity and at the time the services will be performed. No warranty or guarantee, expressed or implied, is part of the services offered by this proposal.

Task 3: Closeout Reporting

Prepare an Asbestos Abatement Closeout Report describing the actions taken at the sites for the City’s records. PPM will collect and include information from all contractors, including laboratory reports and disposal manifests for compliance with applicable environmental rules and regulations.

2.0 SCHEDULE

If acceptable, PPM will coordinate with the subcontractors and initiate the field activities upon receipt of authorization to proceed with the proposed scope of work. The final report will be submitted within 10 days of receipt of the final disposal records from LEC.

3.0 COMPENSATION

PPM proposes to conduct the abatement oversight and clearance activities at a unit rate of \$1,500.00 per day for a traditional Monday through Friday work week. Based on the schedule provided by LEC, PPM estimates the proposed abatement activities will take approximately 15 business days and will be completed in phases.

The day rate assumes that PPM personnel will only be required to be at the property a maximum of 15 standard business days and for no more than an 8-hour shift per day. The analytical estimate is based on the collection of no more than five PCM samples per shift. PPM also proposes to provide an asbestos abatement oversight and air monitoring final report for a fee of \$2,500.00. Total estimate includes the following:

LEC - Abatement Subconsultant plus passthrough (5%)	\$68,500.00
PPM Oversight	\$22,500.00
Analytical costs	\$2,075.00
<u>Closeout Reporting</u>	<u>\$2,500.00</u>
Estimated Total	\$95,575.00

Should the schedule for the activities change, and PPM personnel be required to be present for additional oversight and monitoring, the additional days will be charged at the standard day rate of \$1,500.00 per day. If the abatement activities are completed ahead of schedule (less than the anticipated 30 days) the City of Alabaster will only be charged the unit rate of \$1,500.00 for the actual number of days abatement activities were conducted and monitored.

This fee assumes the study area will be readily accessible, with no standby time being incurred and work is conducted during normal weekday hours. If work is required to be conducted outside traditional work hours (Mon-Fri / 7am-5pm) such as overnight or on weekends, a 20% surcharge will be added, and the day rate would be \$1,800. PPM proposes to complete the activities described herein on a time and materials basis as presented above for a total estimated fee of **\$95,575.00**.

The proposed scope of work will be completed in accordance with our **Business Terms and Conditions (Attachment A)**. Acceptance of this proposal will indicate that the Client has reviewed the proposed scope of service and determined that the Client does not need or want more services than are being proposed at this time. Any exceptions should be noted and may result in a change in fees. Only costs incurred will be charged, which will not exceed the estimate without prior approval. If such conditions are encountered which result in a change in scope, PPM will contact you prior to proceeding.

If this proposal and estimated cost are acceptable, you may authorize PPM to proceed by signing the **Authorization to Proceed (Attachment B)** and returning to our office. A facsimile or email of your authorization is acceptable.

We appreciate the opportunity to provide this proposal for consideration. If you have any questions or need additional information, please contact the undersigned at 205-909-1498.

Sincerely,
PPM Consultants, Inc.

A handwritten signature in cursive script that reads "Stephanie J. Pryor".

Stephanie Pryor, P.E.
Project Director

Attachment: A – Business Terms and Conditions
B – Authorization to Proceed

ATTACHMENTS

ATTACHMENT A – BUSINESS TERMS AND CONDITIONS

PPM CONSULTANTS, INC.

BUSINESS TERMS AND CONDITIONS

A. Agreement for Services

The terms and conditions set forth in this Business Terms and Conditions and the accompanying proposal (herein after referred to as the "proposal") constitute the entire agreement (herein after referred to as the "Agreement") between PPM Consultants, Inc. (PPM) and the Client. This Agreement supersedes all previous proposals, offers, understandings or other verbal or written communication concerning the proposed services. Any revision or modification to this Agreement through purchase orders, correspondence, or other forms that are not consistent with the provisions, terms, or conditions of this Agreement are void, and shall not supersede the provisions, terms or conditions of this Agreement. Any revision to the terms and conditions of this Agreement must be accomplished in writing and signed by authorized representatives of PPM and Client.

Under this Agreement, PPM may serve as agent for, on behalf of and in the name of the Client, for the sole purpose of achieving project objectives and performing the required work. Such agency will be exercised only in the interest of efficiency in pursuing project objectives. PPM may, in its sole discretion, determine which agency power, if any, serve such interest of efficiency. Client must express any objection to the exercise of such an agency by PPM in writing within five (5) days of the receipt of actual notice thereof.

Any agency created under this Agreement will terminate immediately upon PPM's receipt of notice from Client, PPM will not be responsible for any actual consequential or incidental damages due to delays caused by Client's refusal to allow PPM to act as agent for Client. PPM will not be liable by reason of any agency created under this Agreement for any actual consequential or incident damages caused by the fault of Client or a third party.

PPM will neither be responsible for, nor be considered to be a generator of any hazardous waste as defined in applicable Federal and State laws, statutes or regulations resulting from work performed in this capacity.

B. Confidentiality

All information generated during the performance of work under this Agreement will be considered proprietary and confidential. Such information received, whether ascertained directly or indirectly, will not be disclosed to any third party without prior authorization from Client, unless required by law or applicable regulation(s). Confidential information which has become available directly or indirectly to the general public through governmental agencies will not be considered the fault of PPM and will in no way be construed as breach of this Agreement. All information submitted in the form of proposal, bid, cost estimate, etc. by PPM is considered to be confidential and privileged. Any use or disclosure of this information without written consent from PPM is prohibited, unless required for the purpose of evaluating content for procuring of services requested by Client.

C. Changed Conditions/Change of Scope

It is understood by the parties to this Agreement that in the course of performing the work described in the accompanying proposal conditions may arise or become apparent that require certain work be done in addition to the work described. The additional work shall be performed only with the consent of the Client in form of a written agreement, signed by both parties. Any additional work shall be performed subject to all terms and conditions of this Agreement. If conditions have changed to the extent that PPM believes that continued work poses an unreasonable health or safety risk, PPM may cease all work until a change of scope can be agreed upon in writing that provides for the elimination of unreasonable risks to health and safety. If a change of scope cannot be agreed upon in order to continue to work under conditions satisfactory to both parties, this Agreement shall be terminated at that time. Should this Agreement be terminated, PPM will be compensated for all services rendered up to the date of termination, at costs stipulated under this Agreement.

D. Delays

Should PPM be prevented from complying with any express or implied provision of this Agreement by operation of force majeure, or because of any federal or state law or any order, rule or regulation of a governmental authority, or any other delay which is not the fault of PPM, then while so prevented, PPM's obligations to comply with such covenant shall be suspended, and PPM shall not be liable for any actual or consequential damages arising out of force majeure or any other delay which is not the fault of PPM.

E. Termination

This Agreement may be terminated for good cause, by either party upon written notice by the other party received at least thirty (30) days in advance of termination. However, if work is terminated due to conditions perceived as being unsafe, work may be terminated immediately. This Agreement may also be terminated by express written agreement entered into by all parties to this Agreement. In the event that Client attempts to terminate this Agreement without cause, or otherwise wrongfully, PPM shall be entitled to recover the lost profits which it would have earned if the Agreement had not been breached as well as all other damages allowed under law.

F. Ownership of Documents

The production of all documents under this Agreement is considered to be solely associated with the completion of the proposed scope of work. The Client may not reproduce any document prepared by PPM for this project except for use pertaining to the furtherance of project scope. Any use or distribution of any document prepared by PPM for purposes which do not pertain to the completion of the scope of work is expressly prohibited unless prior written authorization is provided by PPM.

G. Use of Documents

All documents and reports of PPM, and the results and conclusions therein, arising out of this Agreement or pertaining to the project objectives are intended solely for the use of PPM and Client unless the parties to this Agreement specify otherwise in writing.

H. Disclosure

It is understood that the Client may have various information pertaining to the project that is not known to PPM. This information may include site history, location of buried objects, suspected contaminants, other subsurface conditions, utilities, etc. The Client is obligated under this Agreement to disclose such information to PPM that may affect the performance of work and safety of employees and others. The Client shall also disclose information concerning ownership of property where work is performed and provide authorization to access property unless otherwise agreed upon by both parties in writing. All such information shall be disclosed by Client prior to initiation of work under this Agreement.

I. Insurance

Insurance coverage will be maintained by PPM as specified below for work performed under this Agreement. Upon request of the Client, PPM will furnish a certificate of insurance indicating the types and amounts of coverage maintained. PPM's insurance coverage includes the following:

<u>Type</u>	<u>Limit</u>
Standard Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
General Liability (Bodily Injury and Property Damage)	\$3,000,000 for each occurrence and aggregate
Automobile Liability (Bodily Injury and Property Damage)	\$1,000,000 for each occurrence

J. Indemnification

PPM shall indemnify, defend, and hold harmless the Client and its officers, employers, and agents from and against all liabilities, claims, non-frivolous law suits, demands, losses, damages, penalties, fines, debts, accounts, costs, expenses, and reasonable attorney's fees arising out of work performed by PPM under this Agreement that is a result of any negligent act, error, or omission of PPM or its representatives. The Client agrees to provide PPM prompt notice of any suit, claim, demand, or action relating to work performed under this Agreement, in order for PPM to have sufficient time for preparing a defense against such actions. This indemnification excludes any liabilities, claims, non-frivolous law suits, demands, losses, damages, penalties, fines, debts, accounts, costs, expenses and reasonable attorney's fees resulting out of any errors, omissions, or negligent acts of the Client or any of its servants, agents, consultants, or other representatives.

The Client shall indemnify, defend, and hold harmless PPM and its officers, employees, servants, consultants, agents, successors, and representatives from any liabilities, claims, law suits, demands, losses, damages, penalties, fines, debts, accounts, costs, expenses, and attorney's fees that is a result of any negligent act, error, or omission of Client.

K. Invoices

Invoices will be submitted on a monthly or quarterly basis, or at project completion at the discretion of PPM, or as otherwise stipulated in the proposal. Invoice balances are due upon receipt of invoice and considered past due 30 days after invoice date. Past due balances are subject to interest charges at the rate of 1 1/2 percent per month (18% annually), effective 30 days after the date of invoice. PPM may elect to cease all work performed under this Agreement, should payment not be received within 45 days of the date of invoicing. Any acceptance of late or partial payments by PPM shall not constitute a waiver of PPM's right to enforce the terms of the Agreement. PPM will make efforts to collect on all accounts. However, Client will be responsible for reasonable collection-related expenses on all delinquent accounts.

The Client will notify PPM of any dispute concerning an invoice within 10 days of the date of invoice. Notwithstanding any such dispute, Client shall, within the limitations and under the terms of this Agreement, pay PPM all portions of invoices that are not in dispute. Client will be required to pay interest on any withheld amounts, as provided in this Agreement. Should PPM agree that the disputed amount was charged in error, PPM will credit the Client with such amount on subsequent invoices to the Client.

The Client is responsible for full payment of all PPM invoices at agreed upon terms, conditions, and fees. Should PPM determine that it will exercise its discretion and allow Client additional period of time for payment, such determination and the modified payment terms which are applicable will be provided in the "compensation" section of the proposal accompanying these business terms and conditions. No such extension of time for payment shall be valid or effective unless it is stated in writing. It is within the discretion of PPM to allow Client an additional period of time for payment for the purpose of giving Client an opportunity to receive reimbursement from any applicable Trust Funds or other applicable insurance policies. In no event shall this time period exceed 180 days from the invoice date.

L. Method of Payment

PPM prefers direct payment in the form of a check made payable to PPM Consultants, Inc. However, PPM will accept payment from clients using VISA/Mastercard® credit cards or purchasing cards. In the event client elects to make full or partial payment using credit card or purchasing card, PPM reserves right to upcharge client for expenses associated with accepting such electronic payments. This upcharge will be equal to the amount charged by the credit card company for processing.

M. Validity

This proposal is valid, unless revoked in writing, for a period of thirty (30) days from the date of the proposal. This proposal is automatically revoked if not accepted within thirty (30) days and received by PPM within 45 days unless otherwise accepted in writing by PPM and at sole discretion of PPM.

ATTACHMENT B – AUTHORIZATION TO PROCEED

PPM CONSULTANTS, INC.

Authorization To Proceed

PROJECT DESCRIPTION

Client Name: City of Alabaster

Project Name: Former Alabaster Police Station

Project Location: 201 1st Street N and 112 1st Avenue West , Alabaster, AL 35007

Services to be provided: Asbestos Abatement No. 26-40016

PROJECT TERMS

Start Date: Based Upon Approval

Project Fee: \$95,575.00

Contract Type: Time and Materials

Terms: Per PPM Business Terms and Conditions

AUTHORIZATION

I hereby authorize PPM Consultants, Inc. to provide the services described at the stated fee in accordance with PPM's Business Terms and Conditions.

Company: City of Alabaster

Name: Mr. Scott Brakefield

Title: Mayor

Signature: _____

Date: _____

PPM Representative Stephanie Pryor

Signature: _____

Date 3/19/26